

# New Boston Recreation Commission

**Subject:** Commissioners' Meeting  
**Date:** October 26, 2010  
**Location:** White Buildings

**Attendees:**

*Commissioners:* Lee Brown, Kim Borges, Ken Hamel, David Hulick, Jen Martin

*Staff:* Mike Sindoni, Mary Manna

*Guests:* none

\* = *excused*

1. The minutes of the June 8, 2010 meeting were approved.
2. Budget / Finance Committee topics:
  - a. Old Engine House (historic society building) project is expected to start within 2 weeks. Ten contractors were invited to bid. Six showed up and two bid. Both were higher than budget (\$43k and \$53k). We have \$35k to work with. Approaching it as a cooperative project between the two bidders is not yet possible. Value engineering will bring the project cost down. Mike and Mary identified some additional furnishing requirements. There will be some tasks beyond the contract that are not covered by the first project description (site work, heat, alarm system, storage closet & second exit door). We will use the existing electric heat this year and then hook up to the town boiler next year.
  - b. We should continue the push from last year to get the town to share facilities maintenance costs. We asked for \$5.0k last year and got \$3.5k from the town. Mike surveyed other towns. All the other towns took care of mowing.
  - c. Project / maintenance list (A = priority, B = nice to have, C = not now)

|     |      |                                             |        |                 |
|-----|------|---------------------------------------------|--------|-----------------|
| 1.  | A    | Playground slide repair                     | \$3.0k |                 |
| 2.  | A    | Dead trees next to Old Coach ball fields    | \$1.4k |                 |
| 3.  | A    | Tree removal at tennis courts               | \$0.8k |                 |
| 4.  | A    | Skateboard park security camera             | \$4.0k |                 |
| 5.  | A    | Last step landscaping Nyquist memorial      | \$0.6k |                 |
| 6.  | A    | Minor gazebo repairs                        | \$0.4k |                 |
| 7.  | A    | Trees in Ryan Hicks' memory                 | \$0.3k |                 |
| 8.  | A    | Re-roofing of in-town concession stand      | \$1.5k | A total = \$12k |
| 9.  | B    | Gymnastic equipment 6 items over time       | \$7.0k |                 |
| 10. | B    | Drainage at tennis courts                   | \$0.5k |                 |
| 11. | B    | Storage container                           | \$1.7k |                 |
| 12. | C    | Increase Old Coach field water supply       | TBD    |                 |
| 13. | C    | Practice field seeding                      | TBD    |                 |
| 14. | C    | In-town field drainage                      | TBD    |                 |
| 15. | C    | Old Coach security camera                   | \$2.5k |                 |
| 16. | C    | Pavers in front of the grandstand           | \$1.5k |                 |
| 17. | Town | Old Coach Road parking area entrance paving |        |                 |
  - b. Exclude repairs or upgrades to the white buildings until their future use is clarified.
  - c. The 2009 maintenance budget for recurring items was \$18k against which the town funded

\$3.5K. The net is \$14.5k. This is in addition to the list above for a total of \$26.5k. The commissioners agreed to ask the town for a 50:50 split (\$13.2k), leaving recreation to fund the balance of \$13.3k, which is how much the commission is prepared to use from the revolving fund.

3. To-Do list:

- a. 2011 budget for salaries & office
- b. 2011 budget for facility maintenance
- c. Job descriptions
- d. Staff reviews
- e. Mission statement
- f. ASP & staff training
- g. Rec facility CIP (capital maintenance + new building)
- h. Rec building requirements
- i. White building alternatives
- j. Recreation Department Facebook (good communications, but time-consuming)

4. Goals:

- a. Financial reporting
- b. Program evaluation
- c. Building development plan
- d. Program expansion
- e. Continuing education
- f. Facility maintenance funding
- g. Facility maintenance program
- h. Other town benchmarking
- i. Create CIP
- j. Commissioner's calendar
- k. Volunteer sign-up sheet
- l. Outlook e-mail lists and/or facebook to improve communications outreach

5. At the next meeting: Discuss To-Do List and Goal **priorities** and **decide who will do what** (committees).

6. The next meeting will be Tuesday, November 16 at 7:00pm in the white buildings.

***David Hulick, Secretary***